

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: HAZARDOUS MATERIALS TECHNICIAN

Reports To: Designated Supervisor

UW Job Code: 3508

UW Job Family: 72 – Service/Maintenance/Support

SOC Code: 47-4041

FLSA: Non-exempt

Pay Grade: 17

Date: 3-1-10

JOB PURPOSE:

Provide support in the safe collection, segregation, storage and disposal of hazardous, bio-hazardous, radioactive, universal and electronic waste under direct supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collect and transport hazardous or regulated materials from University of Wyoming campus buildings to the Regulated Materials Management Center (RMMC) in accordance with UW safety procedures as well as federal, state and local regulations.
- Assist supervisor in proper safe segregation, storage and preparation of waste for shipment and disposal.
- Perform assigned operational activities for the Regulated Materials Management Center (RMMC) including, but not limited to, cleaning, routine maintenance and inspections of equipment and work areas; operating analytical equipment.
- Deliver chemical or other hazardous products to campus locations.
- Process requests for waste pickup and maintain appropriate records.
- Inspect laboratories and other campus locations for compliance with hazardous waste regulations; assist with close-out of facilities, storage sites, and field experiments involving hazardous or regulated materials.
- Respond to and assist with mitigation of emergencies and spills involving chemical and biological materials.
- Participate in the correction of possible hazardous material exposure or contamination of facilities and/or personnel.
- Provide other technician-level support, as directed.

SUPPLEMENTAL FUNCTIONS:

- Attend training as approved by supervisor to maintain hazardous or regulated materials safe handling required certifications/licensures.
- May attend meetings and discuss issues, as directed by supervisor.

COMPETENCIES:

- Attention to Detail
- Safety Awareness
- Integrity
- Stress Tolerance
- Technical/Professional Knowledge
- Meeting Membership

MINIMUM QUALIFICATIONS:

Education: **Associate's degree**

Experience: **2 years work-related experience**

Required certifications, registrations, licensures or other requirements: **Valid driver's license**

Requirements that may be obtained after hire and within time limitation set by supervisor:

- **Department of Transportation Commercial Driver's License with "Hazardous Materials" endorsement.**
- **Current 40 hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) certification.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic knowledge of federal, state and local laws and regulations regarding safe handling, segregation, storage, transportation and proper disposal of hazardous and regulated materials.
- Communication methods and techniques.
- Computer applications used in area, such as MS Office (Word, Excel, PowerPoint and Publisher).
- Report generation and record management methods.
- Requirements for close-out of facilities, storage sites, and field experiments involving hazardous or regulated materials.
- Proper usage of analytical and required safety equipment.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Inspect laboratories and other campus locations for compliance with hazardous waste regulations, as directed.
- Respond to and assist with mitigation of emergencies and spills involving chemical and biological materials.

- Act calmly and effectively in emergency situations.
- Work with supervisor as directed to close-out facilities, storage sites, and field experiments.
- Work effectively with diverse populations.
- Use computer systems and peripheral equipment for data accumulation and reporting.
- Identify and recognize hazardous and regulated materials; safely and accurately operate monitoring, sampling, and/or analytical equipment and instruments.
- Safely segregate/store/transport/dispose of hazardous and regulated materials.
- Follow instructions and maintain records.
- Work as a team member and contribute to a cooperative environment.

WORKING CONDITIONS:

Indoor/outdoor work in various campus locations (offices, labs, warehouses, classrooms, RMMC, etc.). Regular exposure to the safe handling, removal, storage, segregation, and transportation of hazardous and regulated materials requiring compliance with federal, state, and local regulations.

Authorized by UW HR Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labors Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.